

A woman with long brown hair, wearing a pink top, is sitting at a round wooden table. She is smiling and looking towards a young boy. The boy is wearing a teal sweater and is also smiling. They are both looking at a book on the table. In the background, there is a whiteboard and a window with a view of trees outside. The scene is brightly lit, suggesting a classroom or library setting.

Stephen Perse

Cambridge

Early Years

# Early Years Practitioner and Late Stay Supervisor JD & PS

[stephenperse.com/currentvacancies](https://stephenperse.com/currentvacancies)

## History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

## Early Years Practitioner & Late Stay Supervisor JD & PS

Responsible to: Head of Early Years (Nursery Manager on a daily basis)

Location: Stephen Perse Cambridge Early Years, Shaftesbury Road Nursery

### Role Description

#### Term Time

The successful candidate will be a Teaching and Learning Assistant in the Early Years supporting the classroom teachers to facilitate the active participation of pupils in the academic and social activities of the school and contribute to raising standards of achievement of all pupils. They will support the Class Teacher to facilitate a high standard of physical, emotional, social and intellectual care for pupils and implement a daily routine.

The successful candidate will lead and manage the Late Stay experience for our Reception and Kindergarten children. They will lead in planning and organising activities, ensuring children are safe, stimulated and happy in the after-school provision.

#### School Holidays

The successful candidate will support the Early Years Lead Practitioner in running our holiday provision for Kindergarten and

Reception children.

### Main Responsibilities

#### Support for pupils

- Contribute to a programme of age-appropriate activities designed to stimulate the pupils you are working with.
- Contribute to observations of individual pupils and contribution to individual online learning journeys.
- Support child led learning activities.
- Be a proactive team member, offering appropriate support to your colleagues.
- Liaise with and support parents and other family members
- Be flexible within working practices of the Early Years. Be prepared to help where needed, including domestic jobs within the Early Years, e.g., preparation of snacks, cleaning equipment, etc.
- Work with colleagues to ensure that the Early Years' philosophy is reflected.
- Record accidents according to procedure and make sure that parents

are informed of any accidents that have taken place.

- Look at the Early Years as a 'whole', where your help is most needed and how you can most effectively meet the needs of the pupils in your care.
- Respect the confidentiality of information received.
- Specified child care tasks:
  1. Prepare and complete activities that match the child's stage of development
  2. Make sure that mealtimes are a time of pleasant social sharing
  3. Wash and change pupils as required
  4. Provide comfort and warmth to an unhappy or sick child
- Help to make sure that the environment meets the needs of pupils, reflecting their cultures and religious backgrounds, and stages of development.

#### Support for the colleagues

- Contribute to reports on pupil progress and development.



- Contribute to the development of PEPs for pupils with special needs and disabilities.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to the school review and development planning.
- Organise the learning environment and develop appropriate classroom resources.
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the

class.

### ***Support for the school***

- Develop and maintain effective working relationships with other staff in the School and the parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- When required, attend and actively participate in staff meetings.
- When required attend and actively participate in school events outside of the school day for example concerts, workshops, residential trips and open days.
- When required, be flexible in working with other parts of Stephen Perse.
- Make suggestions for school events and help with the organisation of them.
- Support Early Years families through providing safe and purposeful childcare for children aged 3-5 after school hours.

### **Late Stay:**

- Keep accurate registers of the children in your care, noting arrival and departure times.
- Maintain adult child ratios as required by the Early Years Foundation Stage.
- Each day, establish and maintain a calm, enjoyable and stimulating environment for the pupils in your care.

- Actively supervise pupils at all times, either independently or in a team, ensuring that a safe environment is maintained at all times.
- Interact positively with pupils as appropriate.
- Serve snacks and meals at the agreed times and in the agreed way in order to provide consistency for the pupils in your care and to ensure compliance.
- Uphold high expectations of pupils.
- Be a proactive team member, working collaboratively with your colleagues.
- Work with colleagues to ensure that Stephen Perse aims and ethos is reflected.
- Record accidents according to procedure and make sure that parents are informed of any accidents that have taken place.
- Understand and use the Stephen Perse behaviour policy.
- Communicate effectively face-to-face with parents as required.

### **General responsibilities**

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen

Perse areas at peak times.

- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

This job description is not necessarily comprehensive and the position holder will

# Person Specification

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	NVQ Level 3 full and relevant Early Years qualification	Paediatric First Aid Certificate	Application Form Production of the Applicant's certificates at interview
<b>Knowledge &amp; Experience</b>	Previous experience of working within an Early Years setting Digitally competent in using IT to support children's learning Ability to complete observations and plan activities that respond to the children's needs		Application Form
<b>Skills &amp; Aptitudes</b>	Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required Understanding of young children's development Ability to plan an engaging learning environment for young children Ability to relate well to young children Appropriate use of initiative Ability to adapt to changing circumstances Ability to maintain discipline in an age-appropriate way		Interview
<b>Personal Attributes</b>	Willingness to work as part of a team and experience of working in a team Really enjoy working with children A sense of responsibility and confidentiality Enthusiastic approach and cheerful disposition		Interview

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

40 hours per week, 09:30-18:00, Monday to Friday, 52 weeks per year.

## Salary

£29,717 - £31,416 per annum.



## Benefits

- 30 days holiday plus bank holidays and up to 3 days for the Christmas closure (pro rata for part time).
- Contributory pension scheme - matching up to 7%.
- New starter bonus\*.
- Refer a friend bonus\*.
- Salary sacrifice tech and cycle to work schemes.\*
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- A loan of an iPad, for use whilst employed at the school.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.
- This role allows a 25% discount on

Nursery Fees (pro rata for part time and term time) should staff have a child in the Nursery classes, Babies, Toddlers, Rising 3 and Kindergarten.

*Please note, all benefits are under periodic review and subject to change.*

*\*Eligibility criteria applies.*

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Interviews will take place as we receive suitable applications.

**References may be taken up before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

[stephenperse.com](http://stephenperse.com)



Charity No: 1120608